

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Assistant County Manager
Division: Administration
Department: County Manger

Effective Date: 7/08
Last Revised:

GENERAL PURPOSE

Services under the direction of the County Manager and is responsible for providing assistance to the County Council and County Manager. Work involves carrying out special projects, administrative responsibilities and a wide variety of duties involving continual public, intergovernmental and interdepartmental relations. The Assistant may act on behalf of the County Manager in their absence.

SUPERVISION RECEIVED

Works under the general supervision of the County Manager.

SUPERVISION EXERCISED

May supervise County Administrative staff on an as needed basis.

ESSENTIAL FUNCTIONS

Prepares reports and communication for the County manager involving independent composition; Researches, assembles, organizes, analyzes and presents data in verbal and written form derived from a variety of original and secondary sources.

Participates in preparing annual budget information for the County Manager and County department heads by analyzing County department budget request. Assists the County Manager in developing budget recommendations for the County Council.

Assists in preparation of County Capital Improvement Plan; Coordinates special projects affecting multiple county departments.

Serves as a member and/or liaison to various County Committees.

The essential function of the position within the organization is to act as the second line administrator for the County. The position formulates long range goals for the organization; develops policy and position papers.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs or arrive jointly at decisions, conclusions or solutions.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the economic development program; recommend new and existing business development and expansion strategies for the County; recommend and administer economic development policies and procedures in conjunction with the Summit County Economic Development Strategic plan.

Work with Elected Officials, Department Heads, and Director of Non- Profits etc. in the implementation and administration of the adopted strategic plan. Provide progress reports to the manager and council regarding work progress.

Informs Manager and others of pertinent information; communicates information from the Manager to appropriate parties; advises Manager of protocols and standards.

May participate in administrative or executive sessions with the County Manager; receives special projects or assignments related to any of the statutory obligations of the Manager; conducts research, may develop complex reports identifying current trends, practices or philosophy in conjunction with alternative solutions to identified issues or problems.

Directs and coordinates administrative support functions for the Manager; determines project priorities and coordinates participation in projects through various county offices; reviews work in progress to assure accuracy, quality and timely completion; monitors administrative processes to assure compliance with established policies, procedures and practices.

Review terms of leases and contract agreements; reviews budget items and expenditures at the direction of the Manager.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Two years of college with course work in public and business procedures, business administration, or a related field of study; plus three (3) years of training in intergovernmental relations or related field;

AND

B. Five (5) years of progressively responsible experience providing exposure to county administrative processes;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Desirable Training and Experience;

1. Considerable knowledge of the principles, practices and techniques of public administration and management;
2. Considerable knowledge of the organizations, functions and scope of County government and its service delivery systems;
3. Ability to independently accomplish assigned administrative tasks with only general direction;
4. Ability to establish and maintain effective working relationships with County officials, employees, community groups and the public;
5. Ability to research, assemble, organize, analyze and present in verbal and written form statistical, financial, and factual information derived from a variety of original and secondary sources;

Considerable knowledge of principles of local government administration; county administrative policies and procedures; general bookkeeping and accounting procedures; interpersonal communication skills. Working knowledge of computers, programs and technological tools. **Knowledge** of Summit County Personnel Policies and Procedures and other County operating procedures.

Ability to communicate effectively, verbally and in writing; make basic decisions where established

procedures do not always apply; perform basic mathematical computations; develop effective working relationships with the various County Boards, fellow employees, and the public; work independently; maintain confidentiality as needed to assure responsible public and administrative interactions.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Name

Date